

Import Previous Goals and Job Duties

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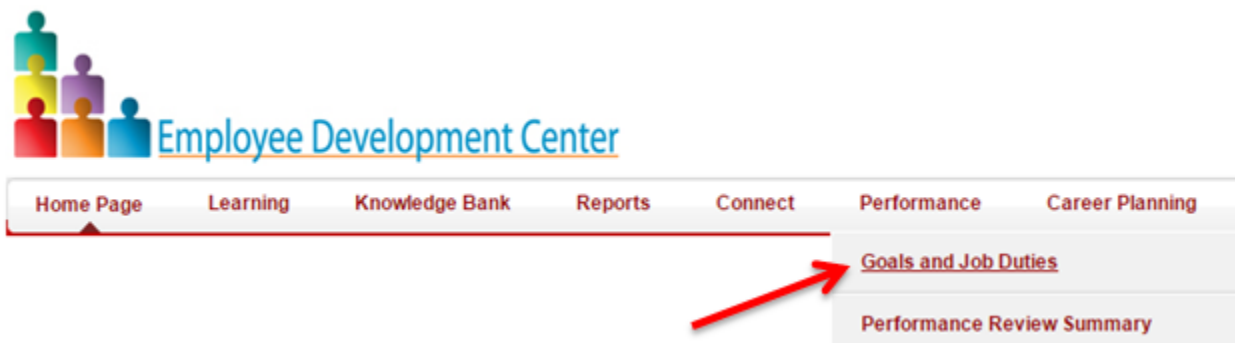
Import Previous Goals and Job Duties

Goals and Job Duties are pulled into reviews based on the target date for each goal/job duty and the review period. If the target date ends before the evaluation period, it will not show up on the review. You can extend the target date to keep pulling the goal/duty into evaluations each year – follow the steps below to make changes to goals and job duties.

NOTE: If the review is already in progress, it will need to be reopened to the employee self-review and that step will need to be completed in order to pull in updated goals/job duties.

For Employees – Import Goals/Job Duties

1. Under the Performance menu, click the Goals and Job Duties link.



NOTE: At this point, you will only see goals and job duties for the current year. If you do not see any goals or job duties, you do not have any for the current year.

2. Change the date in the From field to 1/1/2012 and click the **Search** button. You will see all of your goals and job duties since 1/1/2012.



- Find a goal/job duty you wish to import into your review. At the far right, there is an icon that looks like a piece of paper and a pencil – click this icon (the edit icon) to bring up that goal/job duty for editing.

Goals & Job Duties	Target Date	Perspective	Status	Results	Options
Test Goal	12/31/2014	Performance Goals	On Track	<input type="checkbox"/>	  
Test Job Duty	12/31/2014	Essential Job Duties	On Track	<input type="checkbox"/>	  



- Extend the Target Date to correspond to the current review.



Set

If Essential Job Duties and/or Performance Goals have been assigned to you, you will see those on the "Goals and Job Duties" home page. If not, applicable. You will need to select the date range and perspective for each Essential Job Duty and/or Performance Goal entered. You can tell the NOTE: An Essential Job Duty and/or Performance Goal is in a "Pending Approval" status until it is approved by your manager.

* Goals & Job Duties: Test Goal

Description:

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Start Date: 12/1/2014  * Target Date: 12/31/2014 

* Perspective: Performance Goals ▼

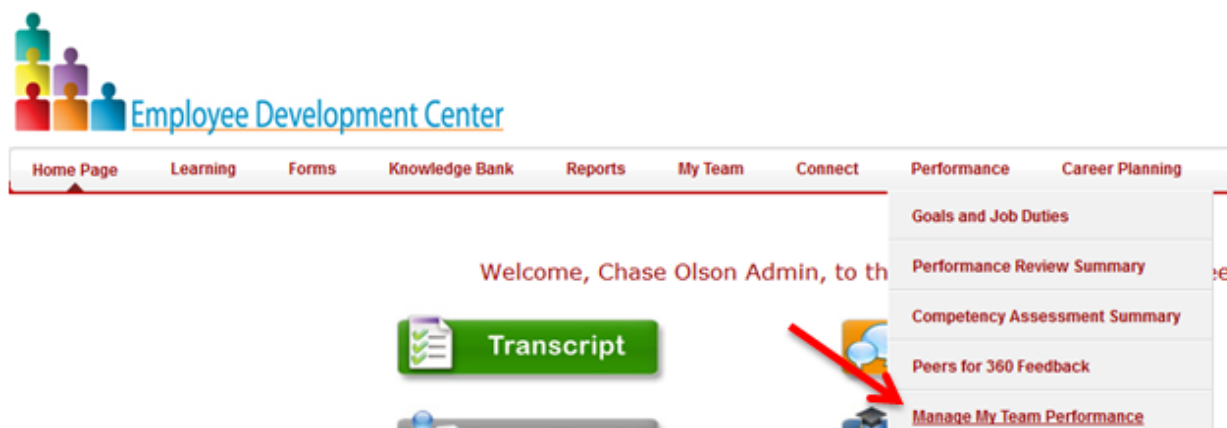
NOTE: As long as the dates overlap part of your review period, the goal /job duty will be pulled into the review. Some users will set the Target Date out several years at a time so they don't have to edit it on a yearly basis.

- Click the **Submit Changes** button. You will now see the goal/job duty with a status of Pending Modification Approval – your manager will need to approve the changes before they take effect.
- Continue changing the dates on all of the goals/job duties you wish to bring into your review by following steps two through five.
- Once all of the goals/job duties are updated, you need to submit them to your supervisor for approval. To do so, click the Send an Approval Request link at the bottom of the goals and job duties screen. You will receive an email when your supervisor has approved the goal/job duty modification.

NOTE: If the review is already in progress, it will need to be opened to the first step, the employee self-review, to get updated with the changes to your goals/job duties. Your manager can reopen the review back to the self-review step, or you can contact the LINK help desk to have this done.

For Managers – Import Employee Goals/Job Duties

1. Under the Performance menu, click Manage My Team Performance.



2. To the right of the employee's name, click the Goals and Job Duties link to view their current goals and job duties.



NOTE: At this point, you will only see goals and job duties for the current year. If you do not see any goals or job duties, there are none for the current year.

3. Change the date in the From field to 1/1/2012 and click the **Search** button. You will see all of the employee's goals and job duties since 1/1/2012.



4. Find a goal/job duty to import into the review. At the far right, there is an icon that looks like a piece of paper and a pencil – click this icon (the edit icon) to bring up that goal/job duty for editing.

Goals & Job Duties	Target Date	Perspective	Status	Results Final	Options
Test Goal	12/31/2014	Performance Goals	On Track	<input type="checkbox"/>	  
Test Job Duty	12/31/2014	Essential Job Duties	On Track	<input type="checkbox"/>	  

5. Extend the Target Date to correspond to the current review, and then click the **Submit Changes** button.

Set

If Essential Job Duties and/or Performance Goals have been assigned to you, you will see those on the "Goals and Job Duties" home page. If not applicable. You will need to select the date range and perspective for each Essential Job Duty and/or Performance Goal entered. You can tell the NOTE: An Essential Job Duty and/or Performance Goal is in a "Pending Approval" status until it is approved by your manager.

* Goals & Job Duties: Test Goal

Description:

Start Date: 12/1/2014 * Target Date: 12/31/2014

* Perspective: Performance Goals

NOTE: As long as the dates overlap part of the review period, the goal /job duty will be pulled into the review. Some users will set the Target Date out several years at a time so they don't have to edit it on a yearly basis.

6. Continue changing the dates on all of the goals/job duties you wish to bring into the review by following steps three through five.

NOTE: If the review is already in progress, it will need to be opened to the first step, the employee self-review, to get updated with the changes to the employee's goals/job duties. You can reopen the review yourself using the Reopen Step button at the bottom of the page after opening the evaluation, or you can contact the LINK help desk to have this done.

[LINK Help Desk Contact](#)

If you have questions about requesting training or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234